

**HOLMAN & HOWARD**

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Questionnaire for forming a Maine Corporation

Please fill in as much of the following information as possible. If you don't have a response, it's fine to leave it blank. Please attach additional pages if necessary.

<b>QUESTION</b>	<b>RESPONSE</b>
1. Your name and mailing address	
2. Your street address (if different from mailing) and email address	
3. Best phone number(s) to reach you during the day (indicate if work, cell, etc.)	
4. Proposed name of Corporation	
5. Principal place of business of Corporation	
6. One sentence description of the nature of your business	
7. Mailing address of Corporation (if different from your mailing address)	
8. Name(s), residential (and mailing address if different) address of initial shareholder(s) of Corporation.	
9. IRS regulations require social security numbers for shareholders, please list social security numbers for all shareholders	

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 Incorporation Questionnaire - Maine

10. What percentage of ownership will each shareholder have? (Total of %'s must equal 100%.)	
11. How much money will each shareholder contribute at the outset?	
12. Corporations normally have several officers: President, Vice-President, Secretary, Treasurer. One person can fill all of these roles if necessary. Please list names and offices if they've been decided.	
13. Will each shareholder also be a director? If not, please describe who will be a shareholder but not a director?	
14. Will there be any directors or officers who are not shareholders? If so, please provide name, mailing address for each such person.	
15. Do you want me to obtain a Federal Tax Identification number for your corporation? If "Yes", please provide the following: -Number of employees expected in the next 12 months. -Date first wages will be paid	
16. Do you want to form an S corporation? If yes, do you want me to make the appropriate filing with the IRS? (Please note, only individuals, estates and certain tax exempt organizations may be shareholders of an S corporation.)	
17. Are there other states (other than Maine) where the Corporation will "do business" (i.e., open an office, have employees, or hold real estate)?	
18. At which institution will the Corporation open a bank account?	

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19. Who will be authorized signers for the bank account?	
20. Do you want fiscal year to end December 31? If not, please provide alternative date.	

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